

General Motors Corporation
Legal Staff

USSN 10/691,105
Attachment A

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May 19, 2003

Peter Keefe, Esq.
Keefe and Associates
24405 Gratiot Avenue
Eastpointe, MI 48021
(586) 775-5680

Re: Patent Application Preparation

GP-303688 - Integrated Bumper Energy Absorber-Load Isolator - Upper
Fascia Support

Dear Peter:

Please adhere to the following guidelines when preparing patent applications for General Motors unless a variance is agreed to by a GM attorney.

- ☒ Check off to verify compliance and email this sheet with application.
- ☐ Draft at least one independent claim that will win first action allowance with additional broad claims as appropriate. Avoid "means" language in the claims.
- ☐ Control claim costs. Limit use of multiple dependent claims.
- ☐ Avoid downgrading the prior art as it may be used in GM products.
- ☐ Avoid discussions of "safety".
- ☐ Use brief titles and do not lead with "A". E.g. "Seat Belt", not "A Seat Belt".
- ☐ Include list of prior art references, if any, along with a copy of non-US patents.
- ☐ Assure proper and complete inventorship. Clearly note any changes to inventorship.
- ☐ Obtain approval of final version and agreement to sign formal papers from inventors.
- ☐ Verify the drawings meet the USPTO requirements. No hand drawings.
- ☐ Provide electronic, modifiable drawings including GM's file number and sheet numbers in the heading.
- ☐ Submit a final version of the application and drawings within 4 months of request for application, either by email to Vicki.Gilbert@gm.com or on diskette.
- ☐ Submit only one invoice when the case is completed.

Sincerely,

Laura Hargitt/vlg

Laura Hargitt
GM Patent Department

LCH:vlg
Encl.



Mail Code: 482-C23-B21 | 300 Renaissance Center | P.O. Box 300 | Detroit, MI 48265-3000

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USSN 10/691,105
Attachment B



*Helping inventors shed their downy
feathers, break out of their shell, and
bring their ideas to light since 1983.*

RECEIVED
GENERAL MOTORS CORPORATION

OCT 02 2003

LEGAL STAFF

Laura C. Hargitt, Esq.
General Motors Corporation
300 Renaissance Center
Mail Code 482-C23-B21
P.O. Box 300
Detroit, MI 48265

September 30, 2003

Re: GP-303688

Dear Laura:

Accompanying this letter please find for the above case:

A copy of the Specification;

2 sets of drawings: 4 sheets each; and

a disk of the above.

I spoke extensively with inventor Dan Bangala, and he is pleased with the draft. I'm returning herewith the originals of the ROI papers, as requested.

Thanks for your trust in my work and the opportunity to be of service to General Motors.

Kindest regards,

Peter D. Keefe